



Department of Developmental Services
Community State Staff Program



For more information, visit: www.dds.ca.gov/devctrs/dclnitiatives_community.cfm

ELWYN CALIFORNIA
Position # 472-084-8165-950

Classification: **Registered Nurse**

Job Title: **House Manager**

Work Hours: 06:30-15:00

Time Base: FULL TIME

Days Off: Sunday- Monday

Location: Doreen Ave. Temple City, Ca.

Post Date: August 10, 2017

Final Filing UNTIL FILLED

Information Session: **Wednesday, August 16, 2017 12:00 to 15:00**

Location: Fairview Developmental Center 2501 Harbor Blvd Costa Mesa, CA 92626
FDC Career Center Res 216

Conference Number: 888-808-6929 Passcode 430579

Position Description: The Registered Nurse (RN) will function as the lead staff on the shift, under the direction of the Home Administrator. The RN performs general nursing procedures, scheduling of appointments, behavior management, direct care and training as established by the individuals' health and behavioral care needs. Performs nursing procedures as authorized within scope of practice. Participates as a member of the Interdisciplinary Team and contributes to the development of the Individual Program Plan.

(For complete duties, please see the duty statement on the following page)

Desirable Qualifications:

- ❖ Experience working in an acute and/or skilled nursing environment.
- ❖ Able to communicate and collaborate with individuals, families, Regional Center staff and other health care professionals in meeting each consumer's identified needs.
- ❖ Analyze situations accurately and take effective action.
- ❖ Motivated nurse who is highly organized, dedicated and committed to professionalism.

Who May Apply: Any permanent, full time or part time DC/CF employee who has passed their probation period in the classification advertised.

Selection Process: All applications will be screened and only the most qualified may be interviewed.

How to Apply: Place the job title/classification and position number on your State Application (STD. 678) under Examination(s) or job title(s) and mail your application to:

Community State Staff Program
Department of Developmental Services
1600 9th Street (MS-Q)
Sacramento, CA 95814
Attn: Peggie McQuillan, Associate Personnel Analyst

Application postmarked, personally delivered or receiver via interoffice mail after final filing date will not be accepted. Questions regarding your application, contact: (916) 322-7790. Questions regarding the Community State Staff Program Contact: Northern California (916) 654-2420 or Southern California at (714) 957-5593.

"Enriching Services Through State Staff Expertise"

**Department of Developmental Services
Community State Staff Program
ELWYN REGISTERED NURSE/HOUSE MANAGER
Duty Statement**

Work Location: 5116 Doreen Ave Temple City, CA 91780

Days Off: Sunday/Monday

Work Hours: 06:30-15:00

Classification: Registered Nurse

JOB TITLE: House Manager

General Statement of Duties: Guided by the standards of the California's Board of Registered Nurses (RN), the RN performs general nursing procedures, behavior management, direct care and training as established by the individual's health and behavioral care needs. The RN House Manager will be the lead staff on the am shift under the direction of the Program Administrator for one ARFPSHN (853) home. Responsible for ensuring that nursing care, staffing needs, and directives are carried out in the home as directed by the Program Administrator. Responsible for ensuring that any suspicion of or knowledge of suspected abuse is reported in accordance with the law and program policies, (Mandated Reporter SOC 341). Demonstrates the ability to maintain quality assurance standards and promotes Elwyn California goals and objectives in accordance with the organization's policies and procedures.

Supervision Received: Supervision, performance appraisals and review of clinical practices will be completed by Elwyn California, Home Administrator in conjunction with the Community State Staff Coordinator. Day to day functional supervision will be provided by the Elwyn California, Home Administrator.

Supervision Exercised: Leads staff on the shift assigned, under the direction of the Home Administrator. Provide direct supervision of direct care staff which may include licensed staff.

Physical Demands: No lifting restrictions. Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement. Will perform a variety of physical activities including standing, walking, bending, twisting, reaching, gripping, grasping, lifting, carrying, pushing, and pulling. Ability to drive and possess a valid CA driver's license. Ability to complete all training as required by applicable regulations, including but not limited to Direct Support Professional Training 1 and 2. Responsible to maintain and renew Registered Nurse license and ability to alter working hours as needed.

Typical Working Conditions: Daily on-going interaction with individuals with developmental disabilities who may display aggressive and/or self-injurious behaviors. On-going communication with family members, co-workers and public entities. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to a community home environment.

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<p>You are a valued member of Elwyn's team. You are expected to work cooperatively with team members and others to enable Elwyn to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.</p>	
%	<p style="text-align: center;">ESSENTIAL DUTIES</p> <p>Maintain a safe and therapeutic environment which ensures respect, dignity and protects privacy, rights, confidentiality and physical/emotional well-being of all individuals. Provide positive interventions and Active Treatment to all individuals. This essential function will be ongoing when performing the following duties:</p> <p style="text-align: center;">Percentages may vary based on operational needs.</p>
20	<p>Assist and teach individuals in all activities of daily living such as bathing, dressing, grooming, and dining. These duties include lifting, positioning and assisting in the individual mobility. (Additional needs identified by Interdisciplinary Team.</p> <ol style="list-style-type: none"> 1. Training will assist the individual in maximizing their independence. 2. Provide services which will assist each individual in achieving maximum social, emotional, intellectual, developmental and cognitive growth, individual rights, ability to make choices and access shall be considered at all times. 3. Provide positive intervention and Active Treatment for all individuals. 4. Assists individuals in food shopping, preparation, serving and clean-up. 5. Transports individuals in the company vehicle to medical and other appointments and activities. 6. Possess knowledge of individuals and report the whereabouts of the assigned individuals at all times.
20	<p>Performs nursing procedures, such as administering medications and treatments including oral medication, hypodermic injections, urinary catheterization, enemas, and taking and recording temperature, pulse, blood pressure, respirations, and first aid as authorized within the scope of the Registered Nurse license.</p> <ol style="list-style-type: none"> 1. May require specialized skills in ostomy care/feeding techniques/respiratory care and adaptive equipment use and any other procedure authorized . 2. Assist physician as necessary. 3. Documents in treatment records medication/treatments the individuals have received. 4. Records the individual's response to treatment. 5. Collects data which may be in areas of infection control, monitoring disease processes, compliance with nursing procedures and policy, correct use and maintenance of medical equipment, and other regulatory requirements. 6. Develops, implements, monitors, and updates Health Care Plans
	<p>Observes individuals physical condition and behavior and reports significant changes to appropriate team members.</p> <ol style="list-style-type: none"> 1. Provides behavior management support, reinforcement, intervention technique utilization including highly restrictive interventions.

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15	<ol style="list-style-type: none"> 2. Collects data and records information in the record and provides follow-up as needed. 3. Notifies physician and or supervisor whenever the individual has sustained injury. 4. Initiates the incident report when required. 5. Initiated temporary intervention plans and monitors temporary conditions. 6. Prepares required documentation for medical nursing assessments, health care plans and other documentation as required. 7. Trains and assists direct care staff in the prevention, detection and control of communicable disease and other health care needs.
15	<p>Assists staff in coordination of occupational, recreational, vocational, and educational therapy programs for individuals.</p> <ol style="list-style-type: none"> 1. Includes obtaining data and implementing objectives and plans, as well as behavior interventions. 2. Encourage individuals to participate in recreational activities. 3. Will engage individuals in activities that provide opportunities for learning and practice of skills tailored to the specific needs of the individual.
10	<p>Responds to emergencies that involve the use of medical/behavioral intervention techniques.</p> <ol style="list-style-type: none"> 1. Provides intervention that ensures safety to both the individual and staff. 2. Monitors emergency equipment, medication, and treatment supplies. 3. Must competently use nonviolent crisis intervention skills to manage individual's assaultive behaviors.
10	<p>Acts as a resource person and provides consultation and training to Direct Care staff, Professional staff and other Elwyn CA staff regarding nursing services and physical care needs of the assigned individuals, when requested.</p> <ol style="list-style-type: none"> 1. Provides feedback to Home/Administrator regarding any issues affecting home operations and individual care; including immediate notification of any changes in care needs. 2. Provides adequate staffing supervision 3. Promotes the team concept and maintains open communication between individual served, staff, families, Regional Center and other stakeholders. 4. Continually works with staff members in creating a professional and amiable atmosphere; encourages and supports co-workers to work as a team. 5. Ensures home is in survey compliance and assists with writing and implementing plans of correction.
	Marginal Duties
5	<p>Maintain adaptive equipment and report any Hazards.</p> <ol style="list-style-type: none"> 1. Maintain adaptive equipment through proper handling and cleaning as indicated. 2. Report and correct any hazard/unsafe environment situation or defective equipment immediately

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5	Attends and participates in training as required. 1. Attends Elwyn meetings. 2. Responsible for obtaining the required CEU's for license renewal.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
ELWYN Supervisor's Name (Print)	ELWYN Supervisor's Signature	Date:
Community State Staff Coordinator's Name (Print)	Community State Staff Coordinator's Signature	Date
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.		
The statements contained in this duty statement reflect general details as necessary to describe the principle functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods to balance the workload.		
Employee's Name (Print)	Employee Signature	Date